

REGULATION
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the security requirements of the agency.

- (3) File folders - Square cut, plain tab reinforced, 11 point Kraft folders ~~should~~ be used, except as provided for in paragraph 4 below. *SHALL*
- (4) Heavy duty file folders - Pressboard folders with metal tabs third cut, slot punched in first and third positions, and linen "W" type expansion gussets will be used for maintenance of records, subject to usage that would necessitate replacement of 11 point kraft folders during the active life of the records.
- (5) File guides - Pressboard guides with angular metal tabs, 1/3 cut with lower projection will be used.

f. Maximum utilization of file cabinets shall be obtained by:

- (1) Transferring inactive records to the Agency Records Center.
- (2) Disposing of records in accordance with Record Control Schedules established through the Records Management Division, Management Staff.
- (3) Removing office supplies, and other nonrecord material from filing cabinets.
- (4) Using letter size cabinets when less than 20% of the material to be filed is of legal size.
- (5) Centralizing files in vault areas, where feasible, to permit use of non-safe type cabinets.
- (6) Using non-safe type cabinets for unclassified records.

g. A report of filing equipment showing accretions and total in use by type will be made annually. *by whom? reports central symbol?*

14. RESPONSIBILITIES

*to whom?
date due?*

a. The Chief of Management Staff is responsible for:

- (1) Developing standards for Agency file procedures, systems, equipment and supplies.
- (2) Reviewing and approving requests for nonstandard file equipment and supplies.
- (3) Maintaining Agency liaison on file standards with other Federal and private organizations.

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- b. The Director of Logistics is responsible for restricting the procurement and issuance of filing equipment and supplies in accordance with the requirements of this regulation.

15. PROCEDURES

- a. File Guides and Folders (11 point kraft) - Available from Building Supply Offices without requisition.
- b. Heavy Duty Folders - Submit Form No. 88, Requisition and Shipping Instructions for Supplies and Equipment bearing the following certification signed by the person responsible for the Area Records Management Program:

"These folders are needed because the frequent reference requirements of the file would necessitate replacement of the standard 11 point kraft folders during the active life of the records."

- c. Letter and Legal Size Filing Cabinet - Submit Form No. 88, Requisition and Shipping Instructions for Supplies and Equipment bearing the following certification signed by the person responsible for the Area Records Management Program:

"This certifies that this office has complied with the utilization provisions of Section 13, paragraph b(2) of Regulation "

*Suggest
"Operating
Officials!"*

Reports - The Deputy Director (Plans), Deputy Director (Intelligence), and the Deputy Director (Support) or their designees will maintain file equipment records from which a report will be prepared and submitted to the Records Management Staff not later than the 15th of August each year. Form No. , Annual Inventory of Filing Equipment will be used in making the report which will show by type of equipment:

- (1) Number of pieces on hand at beginning of the fiscal year.
- (2) Number of pieces received during the fiscal year.
- (3) Number of pieces released during the fiscal year.
- (4) Number of pieces in use as of the end of the fiscal year.

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RECORDS SYSTEMS

16. POLICIES

Efficiency and economy in the conduct of Agency record operations will be promoted through the application of appropriate record systems, practices, and devices pertaining to filing, processing of mail, reproduction of records, posting and recording operations, and communications.

17. RESPONSIBILITIES

a. The Chief, Management Staff, is responsible for:

- (1) Conducting studies of recognized records systems in order to determine possible applications in the Agency and, in collaboration with other appropriate technicians act as record systems advisor in connection with the selection, installation and utilization of such systems.
records
- (2) Promote record systems applications through the development and dissemination of guides illustrating techniques and devices for solving record problems.
- (3) Conducting surveys of record problems in collaboration with appropriate representatives of affected Agency components in order to recommend more efficient systems and devices.

b. The Deputy Director (Intelligence), the Deputy Director (Support), and the Deputy Director (Plans) or their designees, are responsible for continuing reviews of record operations to assure performance in the most efficient and economical manner, and for requesting technical assistance from the Chief, Management Staff, in the study of problem areas.

RECORDS DISPOSITION

18. POLICIES

- a. No record shall be destroyed or removed from Agency custody except in accordance with this regulation.

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- b. Records of permanent value shall be identified and preserved as the official archives of the Agency.
- c. Noncurrent records shall be scheduled for removal from office space and filing equipment to economical Records Center storage.
- d. Records of temporary value shall be identified and scheduled for legal destruction according to their retention values.
- e. An Agency Records Center shall be maintained for the storage, processing, and servicing of noncurrent Agency records, including top secret material.

19. RESPONSIBILITIES

- a. The Chief, Management Staff is responsible for:
 - (1) Reviewing and approving records control schedules governing the disposition of records accumulated by the organizational elements of the Agency.
 - (2) Reviewing all recommendations for the destruction of records and obtaining necessary legal authority for their destruction.
 - (3) Serving as the CIA Records Officer and Archivist.
 - (4) Liaison with the National Archives and Records Service on all records disposition matters, and with other agencies in all inter-Agency transfers of records in which this Agency is an interested party.
 - (5) Technical supervision of the Records Center.
- b. The Deputy Director (Plans), Deputy Director (Intelligence), and the Deputy Director (Support) or their designees are responsible for:
 - (1) Preparing records control schedules covering all records in their areas.
 - (2) Implementing the approved records control schedules.
 - (3) Initiating the retirement of noncurrent records to the Records Center.
 - (4) Reviewing and maintaining records control schedules on a current basis.
 - (5) Submitting an annual report of disposition activities.

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c. The Chief, Records Center is responsible for:

- (1) Storing and protecting inactive records and providing reference service.
- (2) Destroying records in accordance with approved schedules.
- (3) Preserving records with permanent or long retention value.

20. PROCEDURES

a. Records Control Schedules.

- (1) Preparation. The Deputy Director (Plans), Deputy Director (Intelligence), and the Deputy Director (Support) or their designees will prepare and maintain on a current basis, records control schedules covering all files of each area program, both record and nonrecord. These schedules will be prepared on Forms 139, Records Control Schedule, and 139a, Records Control Schedule-Continuation Sheet, in three copies, one of which will be signed by the Chief of the primary organizational unit concerned. The three copies of the schedule will be submitted to the Records Management Staff for review and approval.
- (2) Review and approval. The Records Management Staff will review and approve the schedules and obtain necessary legal authority for all disposal actions. After approval the schedules will be returned to the originator for implementation.
- (3) Application. Except in emergencies, the approved records control schedules shall be the sole authority for the disposal of records of the Agency, which will be accomplished in accordance with Regulation
- (4) Annual review. To keep the schedules current an annual review will be made as time permits during the year. However, it is recommended that it be done toward the end of the fiscal year so that preparation of the annual statistical report will be simplified and more accurate. The revised schedules will be submitted to the Records Management Staff in the same manner as the initial schedules.

b. Retirement of Records.

All arrangements for the retirement of noncurrent records to the Records Center will be made with the Records Management Staff.

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c. Reference Service.

To obtain reference service on retired records, Form 490, Records Center Service Request will be prepared and forwarded to the Records Center.

d. Reports.

Volume data on records disposition activities of the area programs shall be collected, compiled and reported to the Records Management Staff by the Deputy Director (Plans), the Deputy Director (Intelligence), and the Deputy Director (Support) or their designees. The report will be submitted not later than the fifteenth of August each year and will consist of the following information expressed in linear feet.

- (1) Records on hand at the beginning of the fiscal year.
- (2) Records destroyed in current files area during the fiscal year.
- (3) Records retired to the Records Center during the fiscal year.
- (4) Records on hand at the end of the fiscal year.

The Chief, Records Center, will submit a monthly report to the Records Management Staff containing the following data expressed in cubic feet.

- (1) Records on hand at the beginning of the month.
- (2) Records received during the month.
- (3) Records destroyed during the month.
- (4) Records on hand at the end of the month.
- (5) Number of references received and processed during the month.